

Edit Change Notification in Jaggaer (Action Point)

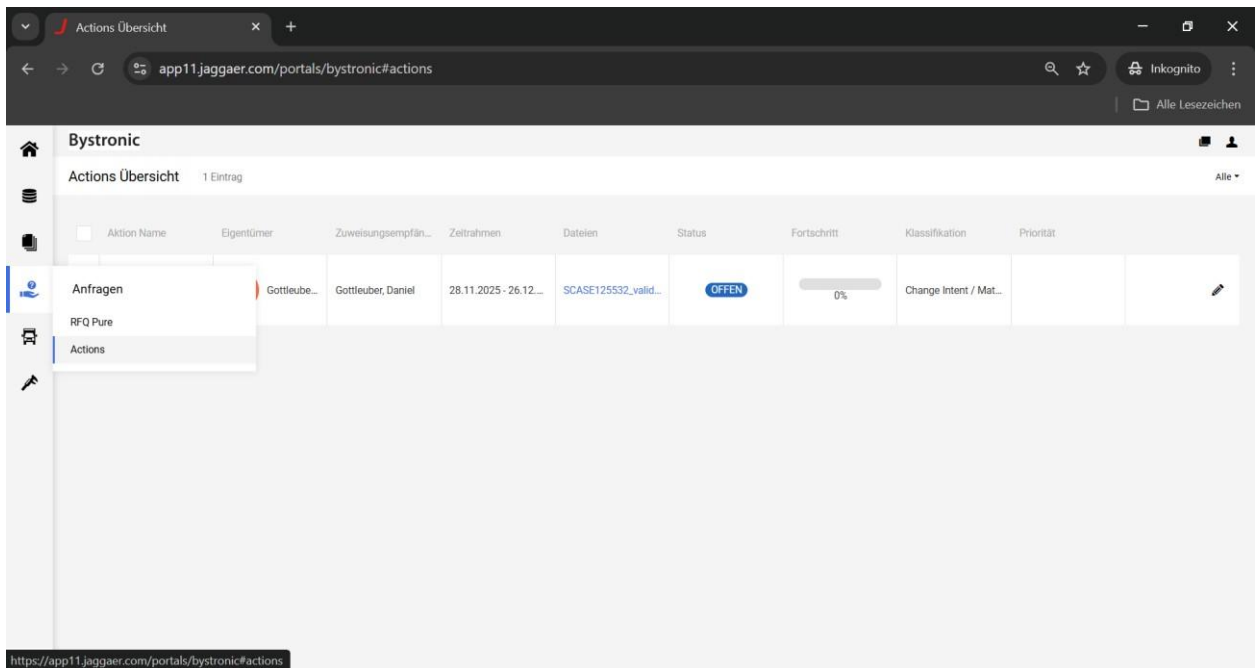
1. Accessing the Change Notification

Find and open the change notification in Jaggaer.
You will usually receive an email notification directly from Jaggaer.

Alternatively, you can access open action items via the supplier portal:

🔗 <https://app11.jaggaer.com/portals/bystronic>

Navigate to “Actions” to view your open tasks.



2. Opening Edit Mode

Locate the relevant action in the overview.

On the far right of the row, you will find a pencil icon (✎), which represents the Edit function.
Click the icon to open the action in Edit Mode.

Bystronic

Action Bearbeiten

Klassifikation

Change Intent / Material-Änderung

Links

Lieferant
2009454 - Jaggaer Test

Rückmeldung

Dateien des Zuweisungsempfängers
Dateien hier ablegen oder Hochladen

KOMMENTARE

Accepted and Implemented

Abbrechen Senden

Bystronic

Actions Übersicht 1 Eintrag

<input type="checkbox"/>	Aktion Name	Eigentümer	Zuweisungsempfän...	Zeitraumen	Dateien	Status	Fortschritt	Klassifikation	Priorität	
<input type="checkbox"/>	Test Jaggaer Roll-o...	DG Gottleube...	Gottleuber, Daniel	28.11.2025 - 26.12...	SCASE125532_valid...	OFFEN	0%	Change Intent / Mat...		

3. Editing the Change Notification

You will be redirected to a new page where you can:

- Update information
- Upload files
- Add comments
- Adjust the action status

Here you will find:

- The change notification
- The attached Excel file containing all affected assemblies

⚠ Note:

Technical documentation (e.g. drawings) will be provided separately via email with a download link.

Instruction Change Notification Process Jaggaer (Action Point)

The screenshot shows the 'Action Bearbeiten' interface in the Bystronic system. The 'ACTION INHALT' section contains the following information:

- Name: Test Jaggaer Roll-out ID125532
- Beschreibung: Dear Sir or Madam, You are a supplier of the material attached, which is affected by a change. In the enclosed excel file you will find our notification of change. Change validity: The change will take effect within 90 working days from delivery of this document.
- Eigentümer: Gottleuber, Daniel
- Zeitrahmen: Von 28.11.2025 bis 26.12.2025
- Klassifikation: Change Intent / Material-Änderung
- Links: --
- Lieferant: 2009464 - Jaggaer Test

The 'ACTION DETAILS' section contains the following information:

- Status: Prüfend
- Fortschritt: 100 %
- Beauftragertyp: Interner Benutzer, SRM Kontaktperson
- Beauftragter: Gottleuber, Daniel
- Priorität: ---
- Files: SCASE125532_valid_from_28082025_10217658_change_notification.XLSX (Excel file attached)
- Rückmeldung: (Empty)
- Files des Zuweisungsempfängers: (Empty)

4. Confirmation of Understanding

Once the change has been fully reviewed:

- Add a comment confirming that the change has been understood, implemented, and accepted

The screenshot shows the 'Action Bearbeiten' interface in the Bystronic system, focusing on the 'KOMMENTARE' section. The comment box contains the text 'Accepted and Implemented'. The 'Rückmeldung' and 'Dateien des Zuweisungsempfängers' sections are also visible.

5. Finalizing the Action

Set the following values:

- Status: Checking
- Progress: 100%

Then click "Save" in the top-right corner.

Instruction Change Notification Process Jaggaer (Action Point)

Bystronic

Action Bearbeiten

Speichern

ACTION INHALT

Name*
Test Jaggaer Roll-out ID125532

Beschreibung
Dear Sir or Madam
You are a supplier of the material attached, which is affected by a change.
In the enclosed excel file you will find our notification of change.
Change validity:
The change will take effect within 20 working days from release of this document

Eigentümer*
Gottleuber, Daniel

Zeitraumen*
vom 28.11.2025 bis 26.12.2025

Klassifikation

ACTION DETAILS

Status
Prüfend

Fortschritt
100 %

Beauftragter*
Gottleuber, Daniel

Priorität

Dateien
SCASE125532_valid_from_28082025_10217658_change_notification.XLSX

Rückmeldung

After saving, the view should look as follows:

Bystronic

Actions Übersicht 1 Eintrag

Alle

Aktion Name	Eigentümer	Zuweisungsempfänger	Zeitraumen	Dateien	Status	Fortschritt	Klassifikation	Priorität
<input type="checkbox"/> Test Jaggaer Roll-o...	Gottleube...	Gottleuber, Daniel	28.11.2025 - 26.12...	SCASE125532_valid...	PRÜFEND	100%	Change Intent / Mat...	

6. Procedure in Case of Problems

- Record costs for unusable parts in the comments field.
- In case of delivery delays: send a new order confirmation.
- Clearly describe the problem and inform the contact person.
- Complete form FL9297.

Bystronic

Action Bearbeiten

Speichern

Klassifikation

Change Intent / Material-Änderung

Links

Lieferant
2009464 - Jaggaer Test

Rückmeldung

Dateien des Zuweisungsempfängers
Dateien hier ablegen oder Hochladen

KOMMENTARE

Article XXXY not found in our Documents

Abbrechen Senden

For open points: Set the status to “Checking” and leave the progress at 0. Then click “Save.”

Action Bearbeiten ← Speichern

▼ ACTION INHALT

Name*
Test Jaggaer Roll-out ID125532

Beschreibung
Dear Sir or Madam
You are a supplier of the material attached, which is affected by a change.
In the enclosed excel file you will find our notification of change.
Change validity:
The change will take effect within 20 working days from release of this document.

Eigentümer*
Gottleuber, Daniel

Zeiträumen*
vom 28.11.2025 bis 26.12.2025

Klassifikation

▼ ACTION DETAILS

Status
Prüfend

Fortschritt
0 %

Beauftragter*
Gottleuber, Daniel

Priorität

Dateien
SCASE125532_valid_from_28082025_10217658_change_notification.XLSX

Rückmeldung